# 05.A. How to Use Answer Entry/Verification from Teacher Dashboard

Data verification after scanning student answer sheets if often required as it is difficult to predict how students fill in the bubbles on answer sheets. This tool provides teachers the opportunity to take a second look at any questions where a student left an answer blank, selected more than one answer, and/or provide a score for any "Teacher Scored" questions.

The Answer Entry/Verification tool is accessible from the *Teacher Dashboard* for a particular assessment OR a user can access a place that outlines ALL assessments where student answers need to be verified.

**To learn how to verify data using our *Answer Verification Screen*, [click here](#)**

## Verifying Data for Specific Students

Once a user scans assessment data, chances are that at least one student's bubble sheet will need to have answers verified. There is a way to see if student data is in need of verification.

STEP 1. In the *Teacher Dashboard*, use "Select students" filters to select the students to be included. Please note that the "Course" and "Class" are the only required selections, while the "Select Student(s)" pull-down will automatically populate with the students enrolled in the selected classes. The "Select Student(s)" option should only be used to select an individual student or group of students.

STEP 2. Manipulate the second row of filters to locate the desired assessment. The list of assessments can be rather extensive and it is often helpful to type the assessment ID, name, or affiliated "tags" in the search bar to easily locate the desired assessment.*

STEP 3. Select the "Class Summary Report" to view the student data that needs to be verified

*STEP 2 NOTE: Only one assessment can be selected when using this tool.*

In selecting the "Class Summary Report", there are a few formatting options to choose from. The students can be sorted by last name, first name, or student ID number. There is also an option to export the report as a CSV, or for data to only be shown where the assessment is linked to the course.



Once the Class Summary Report runs, any students that have data that needs to be verified will have a message in the Score column, under their name, stating:

Clicking the blue link will open up the Answer Verification screen for that student alone. Any data in yellow can be verified by the teacher and teacher scored questions can be given point values. Once any data is updated, or a decision is made the keep the data as is, the "Ver" checkbox should be selected to indicate that the data has been verified by the teacher.



Once the student data has been verified, the Answer Verification screen can be closed and the Class Summary report can be re-run to view if more student data needs to be verified.

## CHECK Screen Verification

Data can also be verified using the CHECK screen.

From the Teacher Dashboard, select the appropriate students and assessment, then click the "Check Student Answers" button to open the "Answer entry/verification" screen.

Select the "CHECK Student Answers" button to open the Answer entry/verification screen for all selected students



*NOTE: A pop-up will appear with a key explaining the different colors one might see within their data when verifying.*

# Key for Answer entry/verification Data

| | |
|---|---|
| 4 | This represents a question with NO DATA |
| 4 | This represents a question with data |
| | This represents a question with data but not scored yet |
| T | This represents a CORRECT answer |
| F | This represents an INCORRECT answer |
| * | This represents a question where multiple answer choices were detected. |
| | This represents a question where an answer choice was not selected. |
| X | This represents a question excluded from the assessment by teacher. Background is transparent until hovered. |
| X | This represents a question excluded from the assessment by student. Background is transparent until hovered. |
| 4 | This represents a question excluded from the assessment. Background is transparent until hovered. |
| 4 | This represents a question that is set as Full Credit from the assessment. |
| 4 | This represents a question that is set as Extra Credit from the assessment. |

**Close**

*Click here* for more information about the color schemes.

## Answer Entry/Verification



**(1)** This section represents all of the data that has been recorded for the selected student(s) and assessment.

**(2)** This column contains the current percentage of the points earned for each student, on the selected assessment. It also serves as a hyperlink to the Individual Student Report. If any changes have been made to student responses, please save and refresh the page to display the most recent

percent.

*NOTE:The displayed percentage will not consider any special weighting if it has been applied to the selected assessment. Hover over the percentage to see a quick view on how the percentage is calculated.*
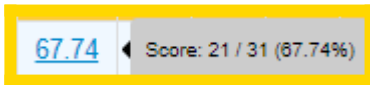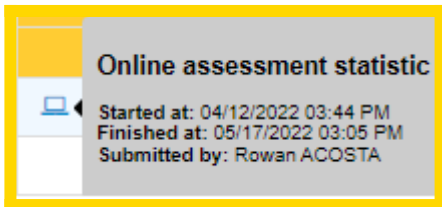


**(3)** This column will display three different icons (if applicable):

: The computer icon will display if the assessment has been assigned to the student online. Hovering over the icon will display when the student first accessed the assessment and when they finished the assessment.



: The camera icon will display if there has been an answer sheet scanned for this student. This is an extremely helpful resource because it allows the teacher to review answer sheets without carrying around a stack of papers. Click on the icon to view the image to the right of the data.
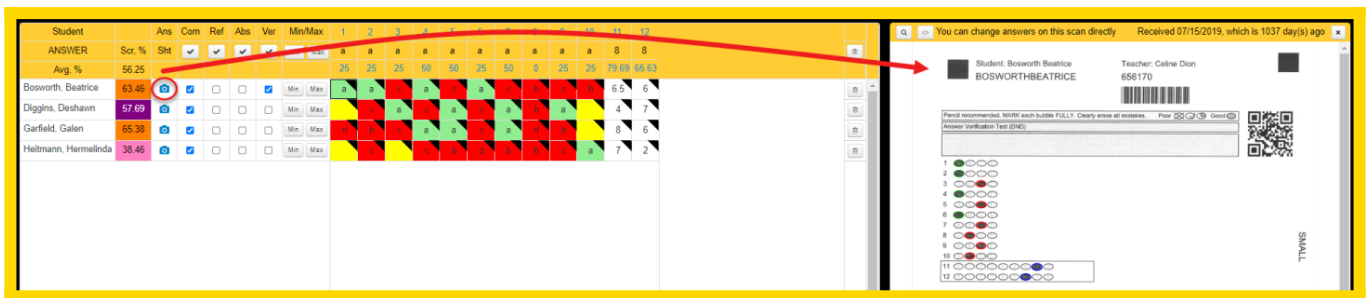


**(a)** Bubbles highlighted in GREEN are correct answers.
**(b)** Bubbles highlighted in RED are incorrect answers.
**(c)** Bubbles highlighted in BLUE are Teacher Scored answers.

**(d)** Bubbles highlighted in yellow indicate the student left the question blank or the student selected more than one answer choices for the question (when only one answer is needed).

*NOTE: To adjust or change the answer for a question, all a user has to do is click the virtual bubbles on the PDF of the answer sheet and the data will update automatically.*

: The hand icon will display if the assessment data has been manually entered into the computer.

**(4)** This checkbox will be automatically be marked if a student has completed the assessment and submitted the results.

**(5)** The "Ver" checkbox will need to be checked **ONLY** if a teacher has verified they are leaving a yellow (invalid) answer uncorrected for a student. For example, if Johnny left a question blank on the answer sheet it would scan in to eDoctrina as a yellow box on the Answer Entry screen. The teacher would have two options... (1) to conference with the student to get an answer and fix it in Answer Entry or (2) leave the answer as blank because it was the students error. If the teacher chooses option 1, the teacher fixes the mistake and does not worry about the "Ver" box, if the teacher chooses option 2 then they would click the "Ver" checkbox to verify that that they have approved the mistakes on the answer sheet.

**(6)** The "Vis" checkbox must be checked in order for students to see their results when logging into their PROGReSS Student account.

**(7)** The Min/Max buttons allow a user to make all of a student's responses incorrect or correct. Some users find that it is easier to use the max buttons so they only need to enter the student's incorrect answers manually, which can save time.

| Student | | Ans | Com | Ref | Abs | Ver | Min/Max | |
|---------|---------|-----|-----|-----|-----|-----|-----|-----|
| ANSWER | Scr, % | Sht | ✔ | ✔ | ✔ | ✔ | Min | Max |
| Avg, % | 5.12 | | | | | | | |

*NOTE: Using the buttons at the top of these columns will perform the action for ALL student data. Use caution when using these buttons, especially when changing all student scores Min or Max. To prevent unintended use of this button you will receive a pop-up warning.*

**Warning** ✕

Some questions already have scores, what would you like to do?
- ◉ Only apply to questions without scores
- ○ Apply to all questions and overwrite existing scores

[ Ok ] [ Cancel ]

## Teacher Scored Questions

The cells with a WHITE background and a "black triangle" in the top right corner indicate that the question is a *Teacher Scored* question. Clicking on the "black triangle" will open a pop-up window that allows the teacher to view student responses that have been entered online. If applicable, this pop-up window will provide the option to view any scoring guides or rubrics attached to the question, as well as a passage.

| Student | | Ans | Com | Ref | Abs | Ver | Vis | Min/Max | | 1a | 1b | 2 | 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ANSWER | Scr, % | Sht | ✔ | ✔ | ✔ | ✔ | ✔ | Min | Max | a | 3 | 3 | ? |
| Avg, % | 85.69 | | | | | | | | | 100 | 74.07 | 59.26 | 100 |
| ACOSTA, Rowan | 80.3 | 🖥 | ☑ | ☐ | ☐ | ☐ | ☐ | Min | Max | 0 | 3 | 2 | 2 |
| ARIAS, Jaxon | 87.88 | 👆 | ☑ | ☐ | ☐ | ☐ | ☐ | Min | Max | 2 | 3 | | 2 |
| BALDWIN, Oliver | 69.7 | 👆 | ☑ | ☐ | ☐ | ☐ | ☐ | Min | Max | 2 | | 2 | 2 |
| BECKER, Payton | 92.42 | 👆 | ☑ | ☐ | ☐ | ☐ | ☐ | Min | Max | 2 | 3 | 2 | 2 |
| BOWERS, Skyler | 86.36 | 👆 | ☑ | ☐ | ☐ | ☐ | ☐ | Min | Max | 2 | 3 | 2 | 2 |
| COLE, Mila | 93.94 | 👆 | ☑ | ☐ | ☐ | ☐ | ☐ | Min | Max | 2 | 3 | 2 | 2 |
| CUMMINGS, Kamryn | 81.82 | 👆 | ☑ | ☐ | ☐ | ☐ | ☐ | Min | Max | 2 | 2 | 2 | 2 |
| DAY, Nathan | 93.94 | 👆 | ☑ | ☐ | ☐ | ☐ | ☐ | Min | Max | 1 | 3 | 2 | 2 |
| GARRETT, Savannah | 84.85 | 👆 | ☑ | ☐ | ☐ | ☐ | ☐ | Min | Max | 2 | 0 | 2 | 2 |

Select the [Show Scoring Guide / Rubrics / Passage] button to view any attached rubrics, scoring guides, or passages.



A pop-up will appear containing three tabs to choose from: the scoring guide, rubric or passage:

The earned points for the question can be entered by selecting them in the "Answer Points" pull-down. Teacher comments, which have the option to display on the Individual Student Report are entered here.

The answer verification screen is also a great place to enter scores manually. Teachers have the option click the appropriate box and a drop-down menu will display the options available. Click the appropriate response from the drop-down and it will show in the box (which is color-coded).

This page automatically saves, so once you are done working, simply click the "Close" button in the top right corner of the screen.